



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ACCOUNTING OFFICER (SPECIALIST)

\$3,841.00-\$4,670.00

ACCOUNTING SERVICES BUREAU

SACRAMENTO

TWO POSITIONS

RESPONSIBILITIES: Under the general supervision of the Accounting Administrator I, Supervisor, in the Accounts Payable and Contract Payment Unit, the incumbent performs various professional accounting duties of average difficulty in the establishment and maintenance of accounts and records as they relate to the accounts payable process. Duties include, but are not limited to:

- Audits the more difficult claims and invoices received for departmental goods and services (i.e. contract payments, grant distribution, etc.) This function requires that claims be in accordance with contract language, State Administrative Manual, Government Codes, Departmental Policy, and Victim Compensation and Government Claims Board rules and regulations.
- Prepares and inputs the appropriate entries required to post payment of invoices into the CALSTARS, which requires knowledge of the departmental organizational and programmatic structure, and the Uniform Codes Manual.
- Evaluates the changes in rules and policies and updates the established policies and procedures when applicable. Prepares correspondence and drafts procedures.
- Handles the on-going contacts with vendors, program managers, control agencies, responds to their inquiries.
- Reviews and analyzes the more complex errors (i.e. cross appropriation, fiscal year, special code adjustment, etc.) on the CALSTARS correction report and makes corrections as needed.

DESIRABLE QUALIFICATIONS:

- Direct knowledge and experience with State accounting principles, methods, and procedures.
- Knowledge and experience of the principles and practices of CALSTARS.
- Have excellent communication and analytical skills
- Ability to maintain a courteous and professional demeanor at all times.
- Ability to work independently as well as part of a team
- Ability to be flexible and able to work in a fast-paced office environment.

WHO MAY APPLY: Applications will be accepted from current California State employees at the Accounting Officer, Specialist level, those within transfer range, or individuals who have list eligibility. Training and Development assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, and reinstatement, transfer, or***

DO NOT SUBMIT APPLICATIONS TO CalHR

04/03/13 tb

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF
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list eligibility) on the state application.

APPLICATION PROCEDURE: Send a completed standard State of California application to Tina Brown, Human Resources Management Division, Department of Insurance, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "Accounting Officer - Specialist, #192-4546-030 or Accounting Officer - Specialist, #192-4546-036" on the State application.** For additional information, please call (916) 492-3351.

FINAL FILING DATE: April 15, 2013 – Close of Business (5:00 p.m.)

NOTE: Interested individuals, including list eligibles, must submit applications by the final filing date in order to be considered for this position.

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